



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

**ISSUE DATE:** November 18, 2021

**CLOSING DATE:** December 1, 2021

**POSTING OPEN TO:** ( ) OIT EMPLOYEES IN UNIT SCOPE(S):  
( ) STATEWIDE (STATE EMPLOYEES ONLY)  
(X) GENERAL PUBLIC

**TITLE:** Geographic Information Systems Specialist 2

**POSTING #** 2021-129

**TITLE CODE:** 03163

**NUMBER OF POSITIONS:** 1

**SALARY RANGE:** P25 \$66,877.22 - \$95,059.28

**HOURS OF WORK:** 9:00 a.m. – 5:00 p.m.

**LOCATION:** NJ Office of Information Technology  
Office of Geographic Information Services  
200 Riverview Plaza  
Trenton, NJ 08625

**SPECIFIC TO THE POSITION:** Develop, edit and maintain spatial data and metadata; administer geodatabase feature classes; implement standards, best practices, validation/QAQC and review processes. Assist in the coordination of statewide spatial data development and maintenance efforts focusing on roads, addresses and parcels data. Knowledge of enterprise geodatabase administration is preferred but not required.

**DEFINITION:** Under direction of a Geographic Information System (GIS) Specialist 1 or other supervisory official, designs, develops, coordinates, and conducts computerized geographic information system work relating to the geographic analysis of environmental parameters and/or other factors, image processing, interpretation and application of remote sensing data, and mathematical cartography research; coordinates and conducts the operation and maintenance of computer hardware and software associated with the Geographic Information System; does other related duties.

### **REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience with geographic information systems including computer graphics and computer hardware digitizing procedures.

**NOTE:** A Master's degree in Geography, or Environmental Science may be substituted for one (1) year of the indicated experience.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A specific Bachelor's degree in Geography, Environmental Science or related field with twelve (12) semester hours in computer mapping/GIS which shall have included spatial programming and digital image processing may be substituted for one (1) year of the above experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

The NJ Application for Employment can be found at: <http://www.nj.gov/it/docs/eo/DPF-663.pdf>

**As a condition of employment with NJOIT, a background inquiry may be conducted.**

**Electronic Filing** Applicants are encouraged to file electronically. Forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) **Include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references (including posting #2021-129)** to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212



Authorized by: \_\_\_\_\_

Lisa Blauer, Chief of Staff